

CHAPTER 2

DOCUMENT CONTROL

Section 2A—DOCUMENT CONTROL PROCEDURES.

2.1. Chapter Summary. This chapter provides the elements that comprise the 14-position document number, a description of various document registers, and an explanation of document files that are maintained.

2.2. Overview. This section covers the assignment of organizational document numbers, the purpose and use of document registers, and the maintenance of document files.

2.3. Document Number. Most of the transactions processed with Base Supply are assigned an organizational document number made up of 14 alpha and numeric characters. It is a control or reference number used to identify a specific transaction. The SBSS maintains accountability for certain categories of items after issue to the customer; for example, repair cycle items maintained on supply point and DIFM details. The customer then must use the same document number as used on the original issue request for turn-in of the like item to Base Supply. The following is an example of a document number and an explanation of the elements that make up the document number. Document number: R 672 HS 8030 0019. The R is the activity code, 672 is the organization code, HS is the shop code, 8030 is the Julian date, and 0019 is the serial number.

2.3.1. Activity code-one digit (alpha). This code identifies the method or location used by an organization to place an issue or a turn-in request with Base Supply. In some cases, it identifies the type of item; for example, bench stock and war reserve materiel.

Table 2.1. Activity Code-One Digit.

Code	Description
B	Bench Stock (bench stock issue and turn-ins)
C	Contract Maintenance, In-House Repair, Deficiency Report (issues and turn-ins)
D	SPRAM (issues and turn-ins)
E	Equipment Management EAID (issues and turn-ins)
F	Organizational transfer directly to DRMO without prior processing by Base Supply (see chapter 4)
J	CAMS and TICARRS Issues
K	Retail Outlet Transactions (used for BSS and Tool Issue Center for issues and turn-ins)
L	Bulk Issue (BSS and individual equipment)
M	Mission Support Kit (issues and turn-ins)
P	Non-EAID equipment (issues and turn-ins of equipment items that are not accounted for on authorized or in-use detail records). Examples are transactions on aircraft AF Form 2691, Aircraft/Missile Equipment Record and Civil Engineer RPIE. This includes EMC 1 (no in-use details required).
R	Routine Issues and Turn-Ins (including issues of EMC 1 handtools)
S	Supply Point (identifies a transaction related to operation of a supply point, both over the counter issues and turn-ins and action between the supply point and the main base account)

U	MRSP (issues and turn-ins)
X	Expedite Issues and Turn-Ins

2.3.2. Organization Code-three-digit (numeric). This code is assigned by submitting a written request from the organization commander to Record Maintenance. The purpose of the organization code is to identify the unit or subordinate activities. Base Supply assigns these codes in a specific series for each type of activity (that is, numbers 100 through 499 and 600 through 914 are locally assigned to organizations). Base Comptroller uses these same codes to keep a record of cost data on the supplies and equipment drawn from or turned in to Base Supply.

2.3.3. Shop Code-two digit (alpha/numeric). Each organization assigns, controls, and uses this code to identify functions within that organization. Civil Engineering activities must use the standard shop codes assigned for their use (see AFP 32-1004, Volume 4). For other than civil engineering activities, the only restriction placed on the assignment of these codes is that they cannot be duplicated within the same organization.

2.3.4. Julian Date. This is the standard Julian date; for example, Julian date 0030 is the 30th day of 1990 or 30 January 1990. It shows the date the document serial number was assigned.

2.3.5. Serial number. Starting with 0001 or other predesignated number for each activity code. **NOTE:** Customers must not assign either the Julian date or serial number -- Base Supply personnel does this.

2.4. Document Registers. A document register provides a record of each document number used by an organization, identifies the shop that originated the transaction, and shows the action taken on the request. Organizations use two types of document registers.

2.4.1. Daily Document Register (Report D04). This register is a tool used to review all transactions affecting accounts, to ensure issue requests with specific document numbers are processed through the SBSS, to determine when Supply has not processed issues, and when documents are missing. The listing is in document number sequence and contains monetary totals by organization. Base Supply prepares and distributes the D04 in four copies. Base Supply files copy one in their Document Control and sends the customer copies two and three. The distribution of copy four is determined locally. Some bases give copy four to separate shops and offices in customer organizations.

2.4.2. Organization Document Register. This register is made up of handwritten DD Forms 1348-1/1A used for organizational transfers of scrap directly to the DRMO without prior processing by the SBSS. This file is only for activity code F document numbers. On shipments to DRMO, the customer will receive copy two of the DD Form 1348-1A signed by the DRMO to be filed (in document number sequence) as additional support with the copy signed by the TMO. The customer or organization needs to maintain the copy signed by the TMO as proof of delivery.

2.5. Document Files.

2.5.1. Supply Transactions. Organizations must set up a suspense file for all documents on which action has not been completed. When the transaction appears on the Daily Document Register (D04), take the suspense document from the file and destroy it.

2.5.2. Equipment Transactions. See [chapter 8](#).

2.5.3. Transfers to DRMO. If Base Supply furnishes the organization with their own block of document serial numbers for direct transfers to DRMO, then the organization will keep all completed

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(signed) documents in document number sequence for 1 year, then dispose of them as explained in AFMAN 37-139, Disposition of Air Force Records, 67-series tables. If the organization obtains serial numbers through the Base Supply central call-in point on a case by case basis, then return the completed forms to the Base Supply activity that furnished the document number.

2.5.4. SPRAM Transactions. See [chapter 9](#).